



UNIVERSITY OF CENTRAL FLORIDA
BURNETT HONORS COLLEGE

Steps and directions are adapted from the UCF College of Graduate Studies' Microsoft Word Formatting Modules.

Step 5: Figures and Tables

This PDF explains Step 5 of the step-by-step instructions that will help you correctly format your ETD to meet UCF formatting requirements.

UCF requires that all figures and tables in the ETD be numbered and have a descriptive title. In addition, a separate LIST OF FIGURES and/or LIST OF TABLES (as necessary), with corresponding page numbers, should also be included.

Step 5 shows you how to develop and format figure and table titles in the document using captions and how to translate those captions into a clickable global list.

If you wish to include chapter numbers in your captions, please see the Step 7: Specialized Numbering Schemes PDF.

About FIGURES and TABLES

The easiest way to ensure consistency among figure and table titles is to create captions. These captions will also enable you to create a clickable list once all figures and tables have been included.

For ETD purposes, figure titles belong below figures; table titles belong above tables.

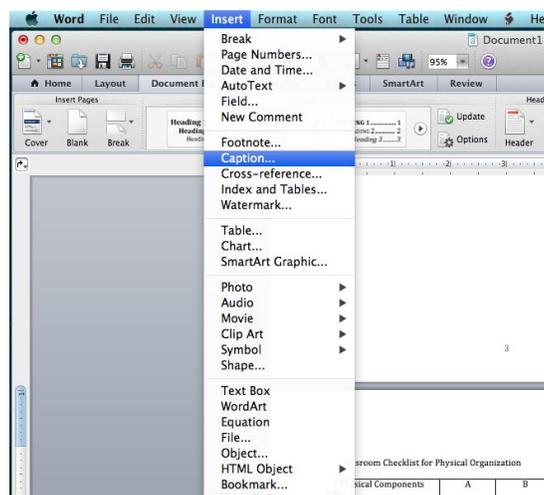
Positioning of the figure and table titles, as well as the figures and tables themselves, can vary – but all figures and all tables in the document should be formatted identically with each other. That is, if you center a figure and left-justify the figure title, all figures should appear likewise.

If possible, all figures and tables and their respective titles should appear on the same page. If you must split a table or figure over multiple pages, repeat the headings and continue. It is not necessary to repeat the caption or use the word “continued.”

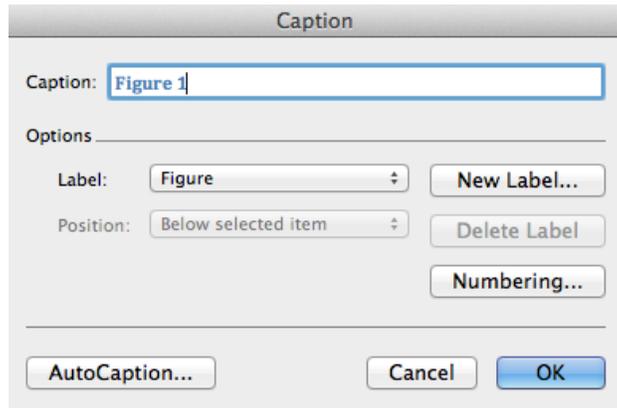
If you wish to include chapter numbers in your captions, please see the Numbering help file.

How to Insert a Caption

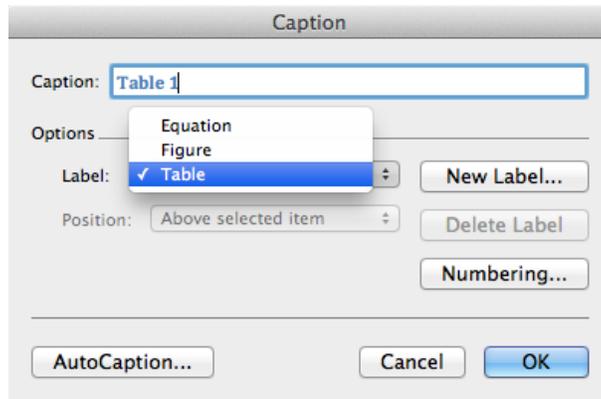
- Go to the insert tab on your toolbar and select “Caption” from the drop-down menu.



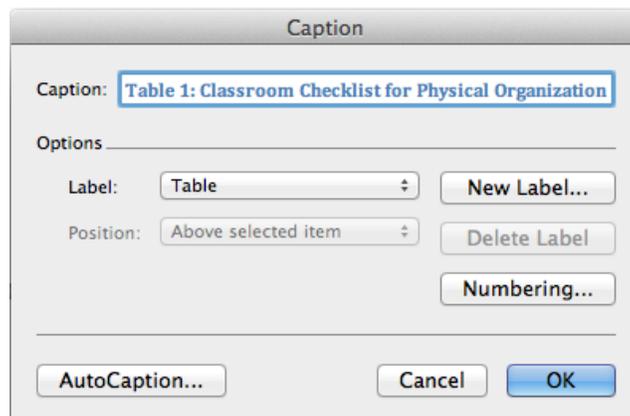
A small menu will pop up. It will look like this:



Make sure the “Label” section displays the word “Figure” or “Table” depending upon your graphic or illustration. You may select from these options by clicking on the down arrow in the **Label:** section.



- When the Caption box says “Table 1” or “Figure 1” hit **OK**.
- Type the remainder of your caption in the “Caption:” box.



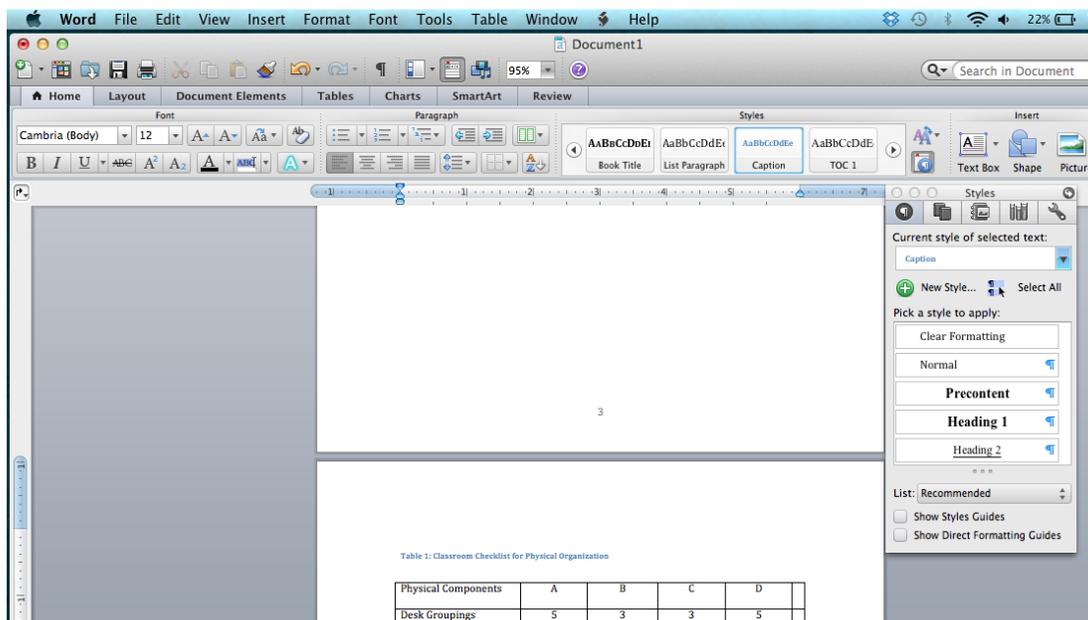
NOTE: Your caption will probably look differently than you had originally typed it. When you apply the caption, the formatting defaults to a Word caption style (10 point bold).

You are welcome (and encouraged!) to change this caption formatting style BUT you should do so by changing the caption style and NOT by using the toolbar. See the next section for detailed instructions.

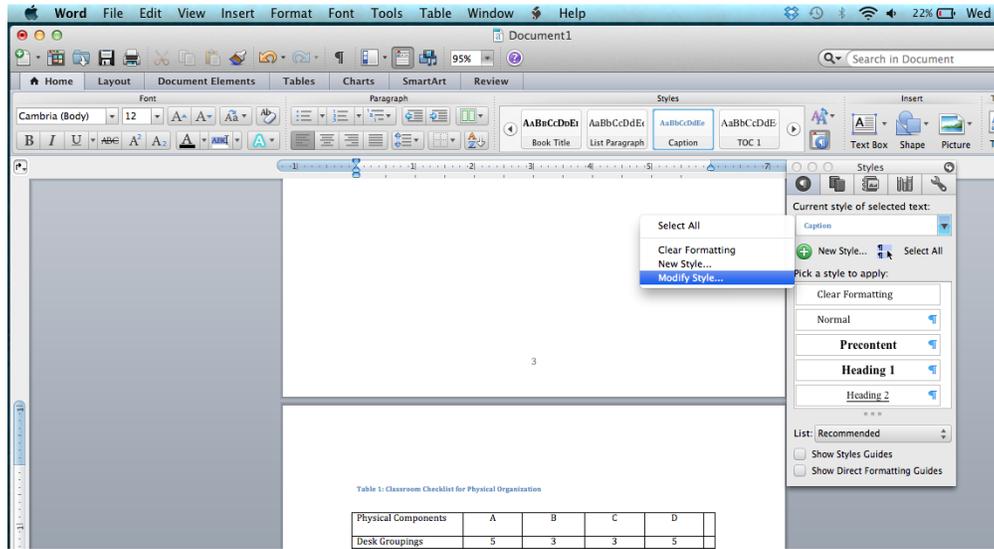
How to Modify a Caption

In the Home tab, you will see a section of the ribbon called “Styles.” In the lower right-hand corner of this section you will see an icon that looks like a piece of paper with a paragraph symbol. Click on this icon to bring up the Styles menu.

- Click anywhere on the caption. Now look in the open pane on the right. The style “Caption” should have appeared in the list and should be outlined.

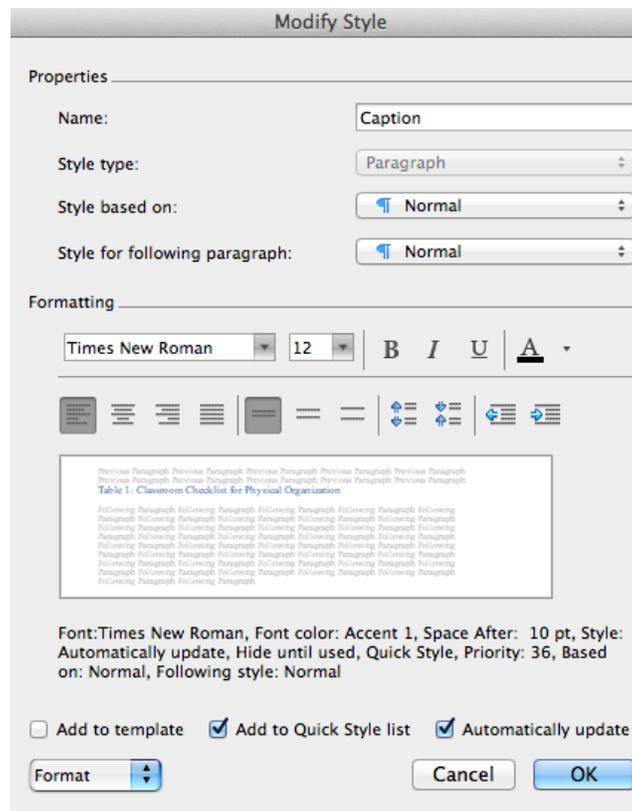


- Click on the down arrow next to the word “Caption” and choose **Modify Style**.



This part is similar to modifying Heading styles.

- For example, if you want to change the style so that it is Times New Roman, font size 12, bold, left-aligned and single-spaced, this can be accomplished by clicking on the buttons above the preview section.



- When the preview section reflects a left-aligned, bolded line, click **OK**.

Your caption should reflect these changes on the page. From this point on, all captions will look the same and you will only need to follow the steps to insert the caption.

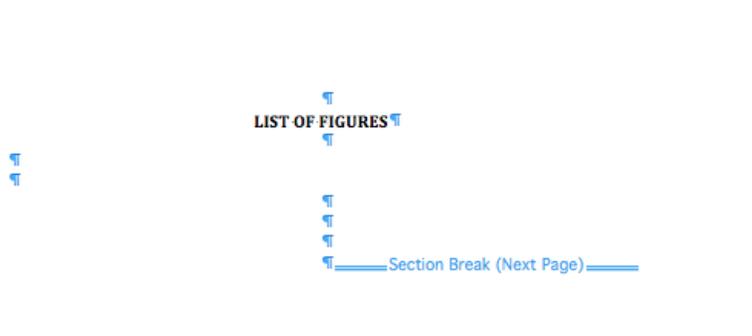
How to Create a LIST OF FIGURES or LIST OF TABLES

NOTE: The section will describe the creation of a LIST OF FIGURES. The process to create a LIST OF TABLES is identical with only one additional step, which will be covered at the end.

- Adding captions will allow you to create the LIST OF FIGURES. You will need to be sure that your captions have been properly inserted and modified for the LIST OF FIGURES to be created correctly.

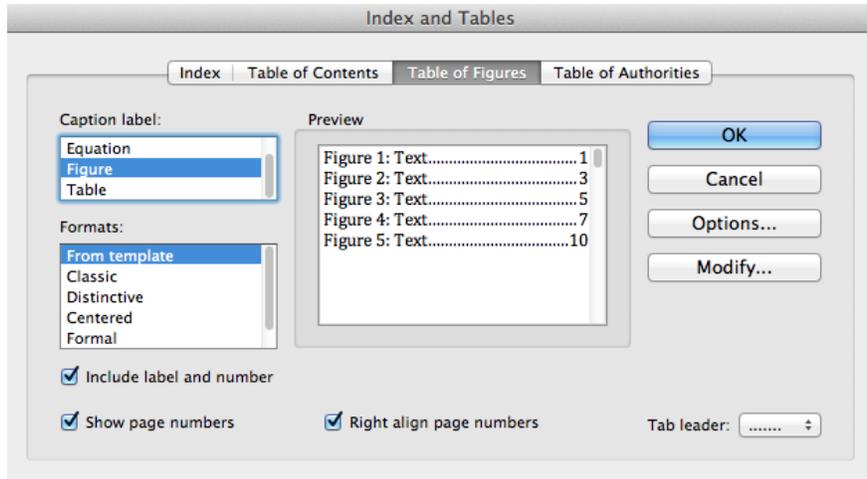
PLEASE NOTE: if you have not yet followed steps to insert and modify captions, please go back and review those sections first.

- Find your blank LIST OF FIGURES page. If you haven't already done so, hit return after the LIST OF FIGURES heading so that you have a blank line underneath before the page break.



Be sure that the formatting of the blank line you inserted has been cleared.

- On the top menu, click on **Insert** and select "Index and Tables" from the drop-down menu. The following menu will appear:



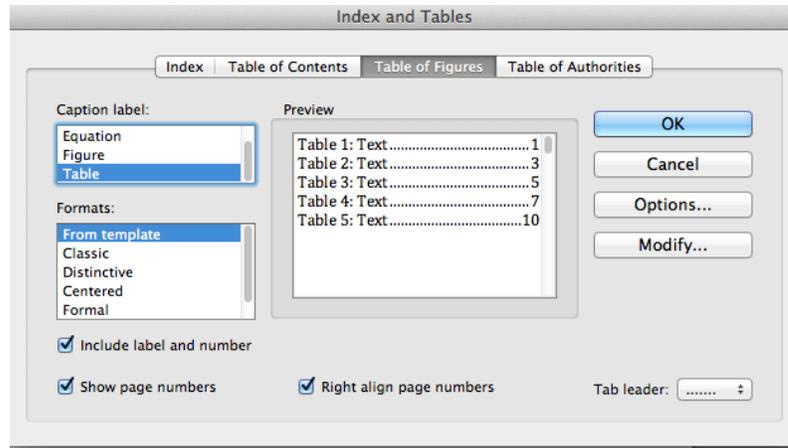
- In the menu, click on “Table of Figures”.
- Ensure that the Caption Label in this case is “Figure.”
- Hit **OK**.

The LIST OF FIGURES will generate. You should double-space this table, which can be achieved by highlighting the table and selecting 2.0 spaces between each line through the “Line Spacing” icon through the **Home** tab.

LIST OF TABLES

Table 1: Classroom Checklist for Physical Organization.....	4
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IF YOU WANT TO CREATE A LIST OF TABLES, follow all of the same steps. When you come to the menu shown above (see last figure), find the area called “Caption label” and select “Table” from the menu.



Your menu should reflect the changes you’ve made. “Figure 1: Text” becomes “Table 1: Text”

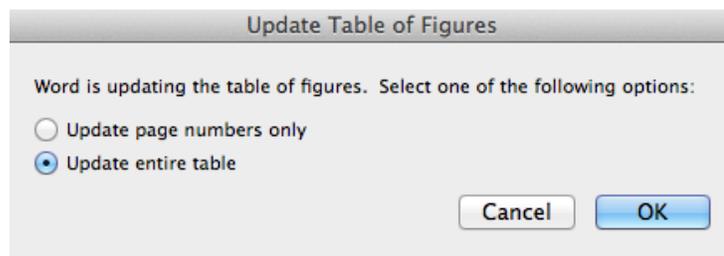
- Hit **OK**.

Your LIST OF TABLES will generate.

PLEASE NOTE: If you see mistakes (misspellings, spacing problems) in your LIST OF FIGURES or Tables, **DO NOT** type the corrections into the lists directly. This can cause your links to work incorrectly in the final PDF. Instead, go to that caption in your document and make the corrections to the caption itself, and then update the LIST OF FIGURES or LIST OF TABLES to reflect the changes.

How to Update a LIST OF FIGURES or LIST OF TABLES

- Go to **Document Elements** and click on the “Update” button under the Table of Contents section on your ribbon. The following menu appears:



- Choose “Update entire table” and press **OK**.

You are now ready for

[Step 6: Bookmarks](#)

If you are creating Specialized
Numbering Schemes in your
document, please move to

[Step 7: Specialized Numbering
Schemes](#)